



JOB DESCRIPTION

Position Title: **County Manager**

Class Code: 3319

Exempt

EEO Code: 01

Effective Date: August 30, 2002

Major Function

Chief Executive Officer of the County responsible for the efficient and effective operation of all departments under the organizational structure of Seminole County Board of County Commissioners and coordination with other Constitutional Officers.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Oversees and supervises those departments, agencies, offices, functions, and activities under the jurisdiction of the Board of County Commissioners. Exercises all executive authority as provided in the Seminole County Charter.

Ensures that all ordinances, resolutions, and orders of the Board of County Commissioners and all laws of the State subject to enforcement by the County Manager are executed. Carries into execution other such powers or duties prescribed by the Charter, Board of County Commissioners, or through section 125.851, Florida Statutes.

Reports annually to the Board of County Commissioners and to the citizens of Seminole County, on the State of the County, the work of the previous year, recommendations for action or programs for improvement of the County, and the welfare of its residents.

Prepares and submits the annual operating budget and capital improvements program to the Board of County Commissioners and executes the budget and capital programs in accordance with appropriations and ordinances enacted by the Board.

Provides the board of County Commissioners, or individual members thereof, upon request, with data or information concerning County government. Provides advice and recommendations on County government operations to the Board of County Commissioners.

Coordinates under the direction of the Board of County Commissioners, leases, contracts, and other agreements for the County and assures that all terms and conditions of same are executed and performed. Notifies the Board of County Commissioners of violations thereof.

Selects, employs, and supervises all personnel and exercises final authority to suspend, discharge, or remove any employee under the jurisdiction of the Board of County Commissioners. Selects and employs all department directors and seeks Board of County Commissioners confirmation by majority vote of said selections.

Represents the County, when directed by the Board of County Commissioners, with other officials and/or agencies of government. Attends all Board meetings, participates in discussion, and conducts special studies or reports as requested by the Board of County Commissioners.

Reviews and advises the Board of County Commissioners with regard to the financial condition of the County, and recommends such measures deemed necessary for the health, safety, and welfare of Seminole County or for the improvement of the affairs of the County.

Conducts studies and investigations and reports to the Board of County Commissioners information concerning the operation of departments, agencies, and offices of the County.

Performs other duties and responsibilities as directed by the Board of County Commissioners.



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Minimum Qualifications

Extensive and through knowledge of the principles and practices of public administration as applied to all areas of municipal and county government operations. Extensive and through knowledge of laws and regulations pertinent to local government responsibilities, authorities, and functions. Extensive and through knowledge of recent developments, trends, and issues affecting local government administration and functions.

Ability to exercise sound judgment in developing and recommending policy and program courses of action to the Board of County Commissioners. Ability to effectively coordinate all program activity of the Board of County Commissioners, departments, divisions, and other agencies. Ability to implement and execute the policies, decisions, and directives of the Board of County Commissioners. Ability to establish and maintain good working relationships with Elected Officials, Boards, committees, department directors, other governing agencies, and the public. Ability to communicate effectively, both orally and in writing, and make presentations to large and small groups on a multitude of topics.

Master's Degree in Public Administration, Business Administration, or a Master's Degree in a field closely related to significant county operations; and five (5) years of responsible management experience in municipal or county government, including a minimum of two (2) years' experience as head of a major organizational unit of government.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Pursuant to Seminole County Code, the County Manager must reside within Seminole County.

Pursuant to Florida Statutes, Chapter 112, incumbent must annually file "Form 1 Limited Financial Disclosure" in the County of their residence.

This position is an appointed service classification.

Working Conditions

The working environment for this position is a general office environment, with most duties being performed sitting at a desk or table.